



# Business Intelligence

## Accessing Cardinal Business Intelligence (BI) using SWAPJob Aid

### Sign-on to Cardinal BI using SWAP

1. Type the following address in the browser: <https://sslvpn.vita.virginia.gov/cardinal>.
2. Click the green arrow on the screen or press the **Enter** key on the keyboard.
3. The **Cardinal SSL VPN Service** Login page displays.
4. Use the following credentials to login:

**USERNAME** – user's Cardinal login ID

**PASSWORD** – password used with Auth Account

CARDINAL SSL VPN Service

LOGIN

Please enter your username and password.

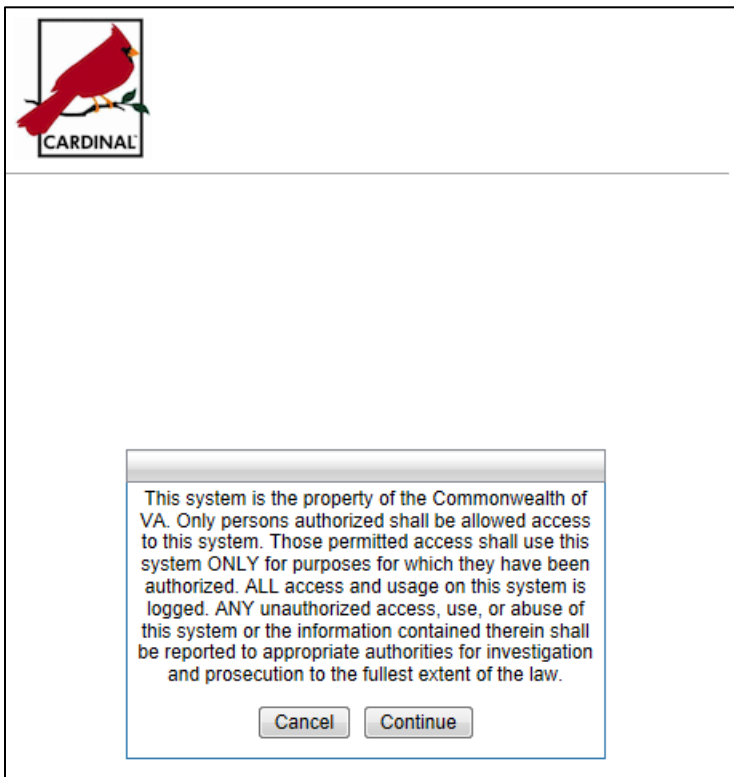
USERNAME:

PASSWORD:

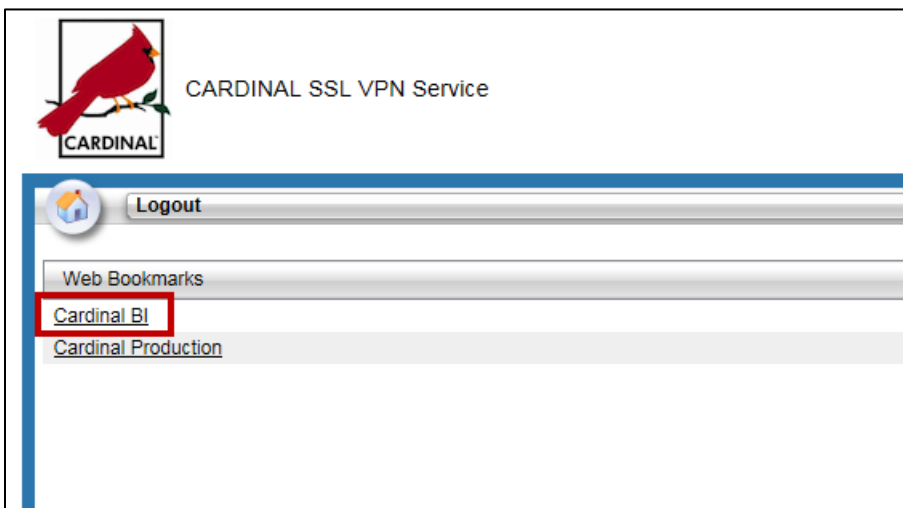
Login

5. Click the **Login** button.

6. Acknowledge the disclaimer message by clicking the **Continue** button.



7. Click on the **Cardinal BI** link.



8. Enter the same **User ID** and **Password** used in Step 4 above.
9. Click the **Sign In** button to access the Cardinal Business Intelligence application.



**Sign In**

Enter your user id and password.

User ID  
[Text Input Field]

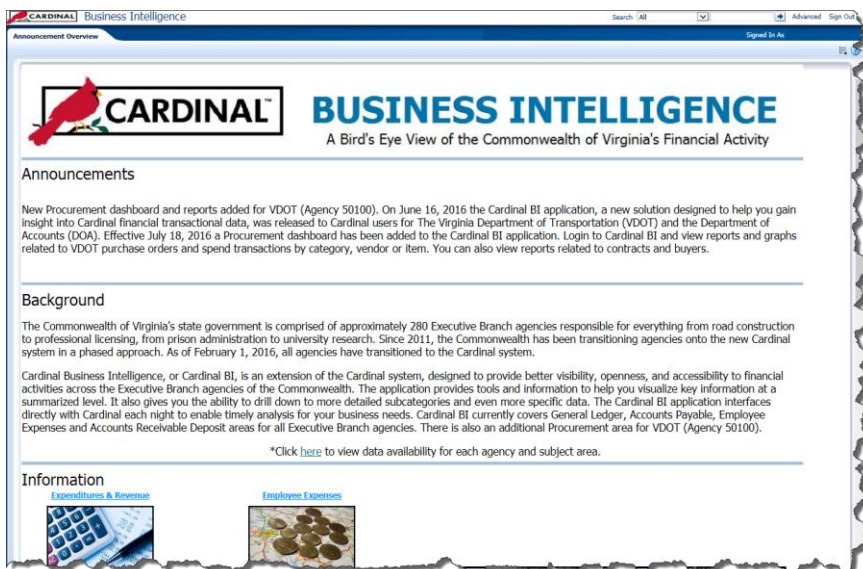
Password  
[Text Input Field]

**Sign In**

☐ Accessibility Mode

English [Dropdown Arrow]

10. User can now see the Announcement Overview page in Cardinal Business Intelligence application.



**CARDINAL BUSINESS INTELLIGENCE**  
A Bird's Eye View of the Commonwealth of Virginia's Financial Activity

### Announcements

New Procurement dashboard and reports added for VDOT (Agency 50100). On June 16, 2016 the Cardinal BI application, a new solution designed to help you gain insight into Cardinal financial transactional data, was released to Cardinal users for The Virginia Department of Transportation (VDOT) and the Department of Accounts (DOA). Effective July 18, 2016 a Procurement dashboard has been added to the Cardinal BI application. Login to Cardinal BI and view reports and graphs related to VDOT purchase orders and spend transactions by category, vendor or item. You can also view reports related to contracts and buyers.

### Background



The Commonwealth of Virginia's state government is comprised of approximately 280 Executive Branch agencies responsible for everything from road construction to professional licensing, from prison administration to university research. Since 2011, the Commonwealth has been transitioning agencies onto the new Cardinal system in a phased approach. As of February 1, 2016, all agencies have transitioned to the Cardinal system.

Cardinal Business Intelligence, or Cardinal BI, is an extension of the Cardinal system, designed to provide better visibility, openness, and accessibility to financial activities across the Executive Branch agencies of the Commonwealth. The application provides tools and information to help you visualize key information at a summarized level. It also gives you the ability to drill down to more detailed subcategories and even more specific data. The Cardinal BI application interfaces directly with Cardinal each night to enable timely analysis for your business needs. Cardinal BI currently covers General Ledger, Accounts Payable, Employee Expenses and Accounts Receivable Deposit areas for all Executive Branch agencies. There is also an additional Procurement area for VDOT (Agency 50100).

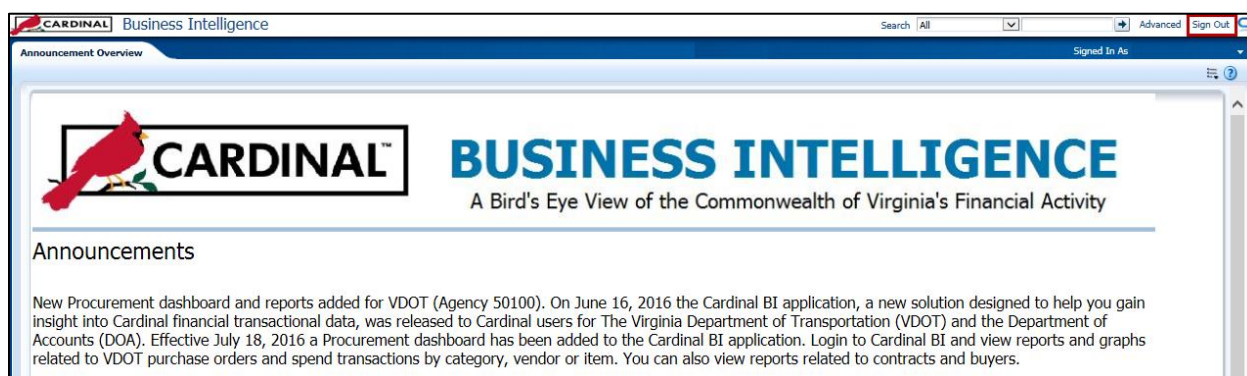
\*Click [here](#) to view data availability for each agency and subject area.

### Information

[Expenditures & Revenue](#) [Employee Expenses](#)

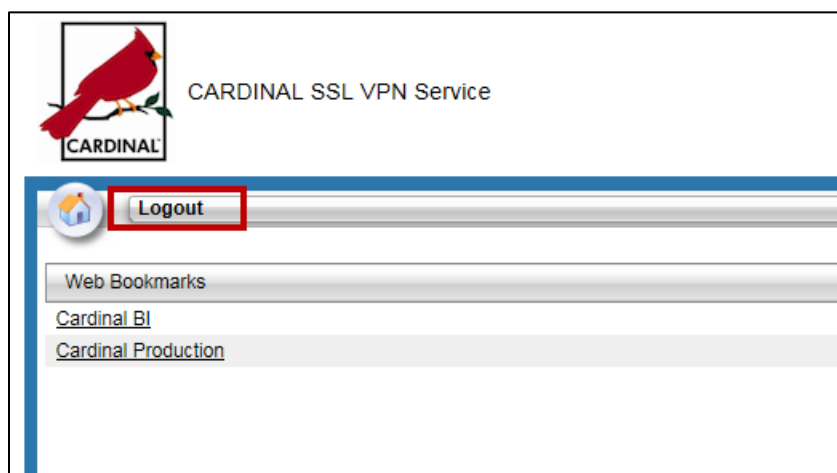


## Sign Out of the Cardinal Business Intelligence application.

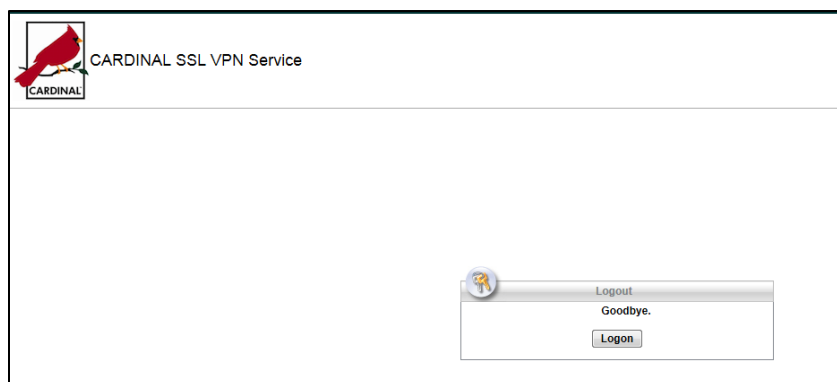


11. Click **Sign Out** in the upper right hand corner of any page within the Cardinal Business Intelligence application.

## Close the Cardinal BI sign-on page using SWAP.



12. To logout of the SWAP portal click **Logout** at the top of the page.



13. Close the SWAP browser session after signing off.
14. To sign back into Cardinal BI using SWAP, repeat the steps from Step 1 in this job aid.